



Department of  
Health

# Web Plus Manual for Non-Hospital Abstracting

Ohio Cancer Incidence Surveillance System  
Version 3.3 | September 2025

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Version	Date	Updated By	Comment
1.1	Feb. 7, 2014	Lynn Giljahn	<a href="#">Chapter 1</a> , clarified that Web Plus can be used for reporting cancer cases diagnosed in hospital settings on or after Jan. 1, 2012.  <a href="#">Chapter 4</a> , updated to reflect new reporting requirement for Place of Birth and clarified entry of Staging Information.  <a href="#">Chapter 9</a> , corrected typographical error.
2.1	Dec. 31, 2021	Kaitlin Kruger	Major revision with new information and requirements. Reorganized and added additional information. Updated screenshots.
3.1	June 29, 2022	Kaitlin Kruger	Minor revision for North American Association of Central Cancer Registries (NAACCR) v22, updated screenshots.
3.2	Aug. 1, 2023	Kaitlin Kruger	Minor revision for NAACCR v23, updated screenshots.
3.2	Jan. 2024	ODH Office of Communications.	Rebranded.
3.3	July 2025	Kaitlin Kruger	Major revisions and updates for new and retired data fields NAACCR v24 and v25, update screenshots, redesigned.

## Chapter 1: Introduction

### About Web Plus

The Ohio Cancer Incidence Surveillance System (OCISS) uses Web Plus to collect cancer data from healthcare facilities and providers in Ohio. Web Plus is a web-based application that collects cancer data securely over the internet. Developed by the Centers for Disease Control and Prevention (CDC), National Program of Cancer Registries (NPCR), Web Plus supports three main functions: file upload/download, online abstracting, and follow-back activities. Web Plus also supports the North American Association of Central Cancer Registries (NAACCR) data standards.

**REGISTRY PLUS**  
**W+**

**NPCR** NATIONAL PROGRAM OF CANCER REGISTRIES

**National Program of Cancer Registries**

**Welcome to Web Plus**  
*Application for Secure Cancer Reporting Over the WWW*

Ohio Cancer Incidence Surveillance System

**Ohio** Department of Health

Web Plus V3.13.0

**Please log in**

User ID

Password

**Log in**

Use Google Chrome web browser on a computer to access Web Plus.  
Web Plus users must comply with HIPAA PRIVACY RULE REQUIREMENTS:

- Log on only under your assigned user ID.
- Do not attempt to access health information that you are not authorized to use.
- Log off or lock up your workstation when it is unattended.

Contact Kaitlin Kruger at 614-728-2304 or Kaitlin.Kruger@odh.ohio.gov for password resets or questions.

Large hospitals and cancer centers that have their own cancer registry software use the Web Plus file upload functionality to submit cancer data to OCISS. Information on that process is covered in a separate manual.

The online abstracting capability of Web Plus is available to facilities that do not have their own cancer registry software including hospitals, out-patient treatment centers, and physician offices. This manual is specifically for non-hospital facilities that abstract online in Web Plus. Hospital facilities should use the [Hospital Abstracting manual](#).

## Chapter 2: Access to Web Plus

This chapter provides information on how to access Web Plus.

### Web Browser

CDC-NPCR and OCISS recommend accessing Web Plus on a desktop computer and using Google Chrome as your web browser. We recommend adding the link to Web Plus to your favorites in your web browser. We also recommend that you allow pop-ups for Web Plus by disabling pop-up blockers for Web Plus. If the pop-up blocker is on, reports and messages produced by Web Plus may not display or open. Please do not open Web Plus in multiple tabs; make sure you only have Web Plus open in one tab at a time.

Link to Web Plus: [Web Plus Login](#).

### Web Plus Facilities

OCISS creates separate reporting facilities in Web Plus for all healthcare facilities and providers that report cancer cases. Each reporting facility is assigned a unique reporting source identification number (RSID). When accessing Web Plus, cancer reports must be submitted under the appropriate reporting facility. Submitted abstracts are only visible to Web Plus users for that facility and to OCISS staff.

If you are a new reporting facility, contact OCISS at [OCISS@odh.ohio.gov](mailto:OCISS@odh.ohio.gov).

### Web Plus User Accounts

All cancer reporters that will be submitting data through Web Plus need to have a Web Plus user account. Each user account will be assigned to their reporting facility or facilities.

Users must be authorized by the reporting facility to have access to Web Plus. Contracted registrars must provide approval from the healthcare facility that they are permitted access to that facility's data.

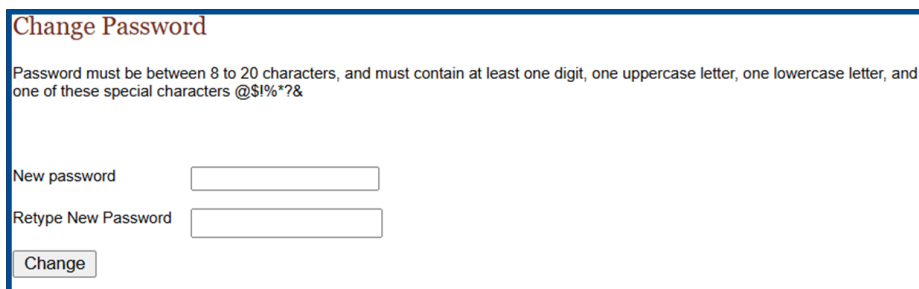
Web Plus user accounts are created for individual people. OCISS does not create general login credentials for facilities. All Web Plus users must use their own user account to submit cancer data. Under no circumstances should users share Web Plus accounts.

If you are a new user, contact [OCISS@odh.ohio.gov](mailto:OCISS@odh.ohio.gov) to have an account created.

When you request access to Web Plus, OCISS will create your username, which will be your first and last name. You should receive two emails from "OCISS @odh.ohio.gov" with the account credentials. The initial password is temporary; the first time you sign in, you will be prompted to reset and choose your own password. Passwords must be 8-20 characters long, and must contain at least one uppercase letter, one lowercase letter, one digit, and one of the special characters listed in the screenshot below.

Your Web Plus password will expire every 90 days. You will be able to log into Web Plus but will be immediately prompted to change your password. Your previous eight passwords are stored historically so you cannot reuse passwords. We do not recommend storing your username and password in your browser.

Users cannot reset their own passwords. If you forget your password, contact [OCISS@odh.ohio.gov](mailto:OCISS@odh.ohio.gov) for a password reset.



**Change Password**

Password must be between 8 to 20 characters, and must contain at least one digit, one uppercase letter, one lowercase letter, and one of these special characters @!%\*?&

New password

Retype New Password

Locked User Accounts

Note that Web Plus accounts can be locked if there are five failed sign-in attempts. Your account may also be locked if you have not accessed the system for an extended period. OCISS will lock accounts when we are notified of changes of employment. If you see the message below and need to unlock your account, contact [OCISS@odh.ohio.gov](mailto:OCISS@odh.ohio.gov).

Please log in

User ID

testuser

Password

Log in

Your account has been locked. Please contact your Web Plus Administrator for help.

Signing into Web Plus

After your account is set up, and you have changed your password, you will be able to sign into Web Plus. When you sign into Web Plus, you will see the homepage. On the homepage, you should see the names of all facilities for which you are authorized to abstract cancer cases. If you submit data for more than one reporting facility, please be sure to select the link under the correct facility.

Web Plus

Ohio Cancer Incidence Surveillance System  
email: [ociss@odh.ohio.gov](mailto:ociss@odh.ohio.gov)  
614-728-2300

Change Password

Web Plus Home Page for Web Plus User

Please select a cancer reporting activity from those listed below the facility for which you would like to report.

Hospital Data Entry

[Individual Cancer Case Report](#)

[File Upload](#)

Hospital File Upload

[Individual Cancer Case Report](#)

[File Upload](#)

Non Hospital Data Entry

[Non Hospital Cancer Report](#)

[File Upload](#)

Navigating Web Plus

The links listed below the facility’s name will help you navigate Web Plus. Select **Non Hospital Cancer Report** to submit a new cancer abstract. When you click on any of the links beneath a facility name, the Web Plus Landing Page will open. This landing page features links to the OCISS edit metafile (this is used by hospitals with their own cancer registry software), OCISS Hospital Contacts list, and training materials on cancer abstraction and cancer reporting (OCISS webinars, NAACCR Webinars, etc.).

Web Plus

Ohio Cancer Incidence Surveillance System  
email: [ociss@odh.ohio.gov](mailto:ociss@odh.ohio.gov)  
614-728-2300

HomeNew AbstractFind/Open AbstractRelease AbstractsReportsChange PasswordHelpLog out

Session time left: 20 minutes

OCISS Manuals and Edits

OCISS Reporting Source Manual

[Link](#)

OCISS Web Plus Manual for Hospital Abstracting

[Link](#)

OCISS Web Plus Manual for Non-Hospital Abstracting

[Link](#)

OCISS Web Plus Manual for Hospital File Upload

[Link](#)

OCISS Edits SMF NAACCR v25B

[Link](#)

OCISS Web Plus v25 Release Notes

[Link](#)

OCISS Edits SMF NAACCR v24A

[Link](#)

OCISS Web Plus v24 Release Notes

[Link](#)

OCISS Web Plus v23 Melanoma Cheatsheet

[Link](#)

OCISS Hospital Contact List

OCISS Hospital Contact List

[Link](#)

DEATH DATA

OCISS is no longer permitted to provide access to Vital Statistics death data in Web Plus.  
Please contact Vital Statistics at [vitaldata@odh.ohio.gov](mailto:vitaldata@odh.ohio.gov) to request these data.

OCISS Cancer Reporting Trainings

Cancer Reporting Training Webinar - General

[Link](#)

Cancer Reporting Training Webinar - Prostate

[Link](#)

NAACCR WEBINARS

Topic	Date	Webinar	Survey/Certificate
Uterus 2025	6/11/2025	<a href="#">Webinar</a>	<a href="#">Survey/Certificate</a>
Prostate 2025	5/14/2025	<a href="#">Webinar</a>	<a href="#">Survey/Certificate</a>

The top blue menu bar will allow you to navigate Web Plus to various pages. The table on the next page describes the menu options you will see when you enter your facility for Non-Hospital Abstracting.

Menu option	Description
<b>Home</b>	Opens the user's home page, which displays a list of links for the facilities and roles that have been assigned to you; to work on abstracts of a particular reporting source, click on the link for the type of abstract.
<b>New Abstract</b>	Opens the data entry page for a new abstract. See <a href="#">Chapter 3</a> for more information.
<b>Find/Open Abstract</b>	Opens the page to search for existing abstracts. See <a href="#">Chapter 7</a> for more information.
<b>Release Abstracts</b>	Opens the page that lists all abstracts that are completed and ready for release. See <a href="#">Chapter 6</a> for more information.
<b>Reports</b>	Opens the page for running various reports.
<b>Change Password</b>	Opens the page to change your password.
<b>Help</b>	Opens a page with the Web Plus, NAACCR, and Collaborative Staging Algorithm Version information.
<b>Log out</b>	Logs the user out of Web Plus; opens Web Plus Log in page.

## Logging out of Web Plus

After you have completed your work in Web Plus, please click **Log out** on the top blue menu bar to sign out of the system. You will be taken back to the login screen with a message you have successfully signed out. It is best practice for users to log out of Web Plus to end each Web Plus session, rather than closing the browser window or tab. Issues can arise when you close the browser window without completely signing out.

**REGISTRY PLUS**  
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**Welcome to Web Plus**  
*Application for Secure Cancer Reporting Over the WWW*

Ohio Cancer Incidence  
*Private Health Information*  
**Ohio** Department of Health  
Web Plus V3.13.0

**Please log in**

User ID   
Password

**Successfully Signed out – please log in**

Use Google Chrome web browser on a computer to access Web Plus.  
Web Plus users must comply with HIPAA PRIVACY RULE REQUIREMENTS:  

- Log on only under your assigned user ID.
- Do not attempt to access health information that you are not authorized to use.
- Log off or lock up your workstation when it is unattended.

 Contact Kaitlin Kruger at 614-728-2304 or Kaitlin.Kruger@odh.ohio.gov for password resets or questions.

## Chapter 3: Creating a New Abstract

This chapter explains how to create a new cancer report, or abstract, in Web Plus.

After signing into Web Plus, click **Non-Hospital Cancer Report** under the facility name for which you are reporting.

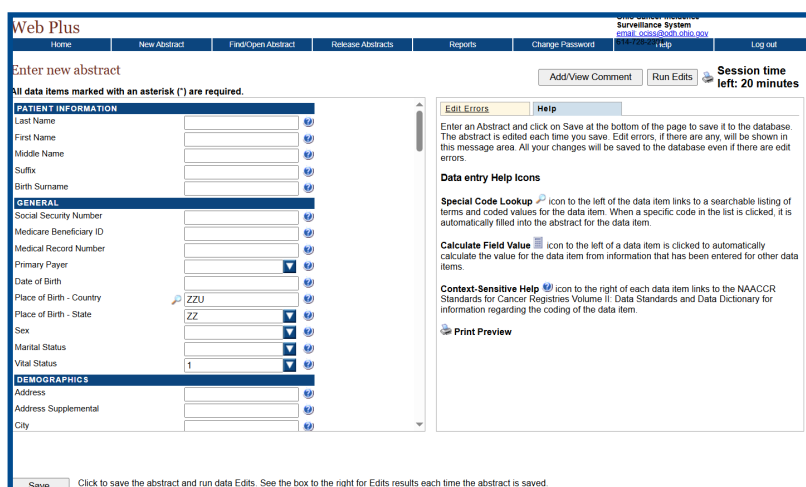
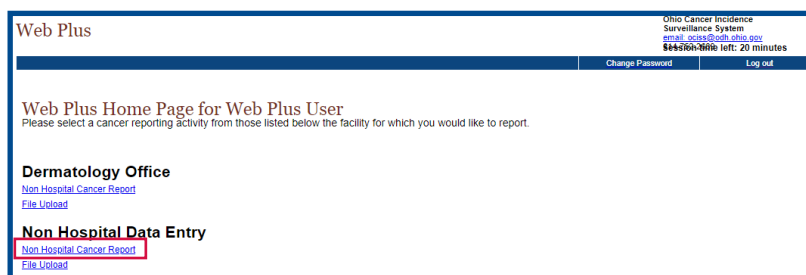
When the next page opens, click **New Abstract** on the blue menu bar. This will open the page for you to enter a cancer report.

**Tip:** Prior to starting a new abstract, use the Find/Open Abstracts tab on the blue menu bar to make sure you have not already reported the case to OCISS (see [Chapter 7](#) for more information).

The page to enter an abstract has two panels. The left panel contains the fields where information is entered. The right panel has two tabs. The Help tab describes tools to help you complete the abstract. The Edits tab will be described in [Chapter 5](#).

The top right corner of the screen has a session time counter. The session time displays the amount of time left in your current session of Web Plus. This will refresh to “20 minutes” each time you save the abstract. Note that you will be logged out if the session time reaches “0 minutes.” If this happens, you will lose information that you have entered but not saved.

Some fields on the abstract have dropdown arrows to the right that can be used to complete the field. There are also **Web Plus Help icons** that you will see throughout the abstract and are described in the panel below:



Icon	Description	Click the icon to ...
	<b>Special Lookups</b>	Open a listing of codes and terms to choose from. Find the term that best applies and click on the code to the left of the term. When a specific code is clicked, it is automatically filled into the abstract for the data item.
	<b>Calculate Field Value</b>	Calculate a value for a field from values in other fields (for example, when date of birth and date of diagnosis are entered, age at diagnosis can be calculated).
	<b>Context-sensitive Help</b>	Open a Help page with the NAACCR Standards for Cancer Registries Volume II: Data Standards and Data Dictionary for information about the data item. Note: this feature is no longer being updated for new data items so many of the data fields may not have any information displayed.
	<b>Print Preview</b>	Open a page that shows the fields and the content you have entered in your abstract; this page allows you to print a copy of your abstract.

## Enter new abstract

All data items marked with an asterisk (\*) are required.

### PATIENT INFORMATION

Last Name	<input type="text"/>	
First Name	<input type="text"/>	
Middle Name	<input type="text"/>	
Suffix	<input type="text"/>	
Birth Surname	<input type="text"/>	

### GENERAL

Social Security Number	<input type="text"/>	
Medicare Beneficiary ID	<input type="text"/>	
Medical Record Number	<input type="text"/>	
Primary Payer	<input type="text"/>	
Date of Birth	<input type="text"/>	
Place of Birth - Country	<input type="text" value="ZZU"/>	
Place of Birth - State	<input type="text" value="ZZ"/>	
Sex	<input type="text"/>	
Marital Status	<input type="text"/>	
Vital Status	<input type="text" value="1"/>	

#### Social Security Number

Enter 999999999 for unknown SSN. Use leading 1s if you only have the last 4-digits of the SSN (ex. 111112345). Do not use special characters (hyphens).

### DEMOGRAPHICS

Address	<input type="text"/>	
Address Supplemental	<input type="text"/>	
City	<input type="text"/>	

When you click on the fields in Web Plus, a message box will appear to the right of the field. These prompt messages offer helpful hints and reminders for completing the data field.



# Chapter 4: Abstracting a Case

The online abstract is divided into multiple sections. This chapter describes each section. Note that not all fields on the form are required; some fields can be left blank. Some fields may already be filled in or completed with default values when you begin a new abstract. Some fields are protected and cannot be edited or changed. Some fields have a character limit, and you will receive a message if you enter a value that is too long. If you have any questions as you complete the abstract, contact [OCISS@odh.ohio.gov](mailto:OCISS@odh.ohio.gov).

Web Plus does not automatically save your work as you enter an abstract. We recommend saving the abstract as you complete each section. If you have not saved your work and Web Plus times you out, you will lose any unsaved work.

When you click **Save**, you will be taken back to the top of the abstract and your session time counter will be reset to “20 minutes.” You will have to scroll to where you left off. Additionally, when you click **Save**, edits will run. The edits are used to ensure OCISS receives accurate and complete cancer data. We recommend filling in the abstract first and disregarding the edits until completed. Please see [Chapter 5](#) for more information on the edits.

The field you currently have selected will be highlighted a light yellow. To move through the abstract, you can click **Tab** or **Enter** on your keyboard.

Do not use your browser’s auto-fill functionality when abstracting in Web Plus.

PATIENT INFORMATION	
Last Name	<input type="text"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Suffix	<input type="text"/>
Birth Surname	<input type="text"/>

## Patient Information

This section contains information regarding the patient’s name.

PATIENT INFORMATION	
Last Name	<input type="text"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Suffix	<input type="text"/>
Birth Surname	<input type="text"/>
Alias	<input type="text"/>

- Web Plus will automatically capitalize the information in these fields.
- Permissible special characters for these fields include spaces, hyphens, and apostrophes. Do not use other punctuation. For example, if you are only entering the patient’s middle initial in the **Middle Name field**, do not use a period.  
**First and Last Name** are required and cannot be blank. **Middle Name and Suffix** can be left blank if unknown or not applicable.
- **Birth Surname** is the patient’s last name at birth. This can be left blank if unknown or not applicable. This field was previously known as Maiden Name.

Click **Save**.

## General

This section contains demographic information for the patient.

- **Social Security Number** – is a nine-digit field. If SSN is unknown, enter with all nines (“999999999”). If only the last four digits of the SSN is known, use leading ones (for example, “11112345”). Do not use special characters (hyphens) for this field. Only enter nine digits.
- **Date of Birth** – and all other date fields – needs to be entered in the YYYYMMDD format. This field is required and cannot be blank.
  - YYYYMMDD – when the complete date is known.
  - YYYYMM – when the year and month are known, and the day is unknown.
  - YYYY – when the year is known, and the month and day are unknown.
- **Place of Birth (Country and State)** is defaulted to “ZZU” and “ZZ” for unknown. Use the magnifying glass for Country and down arrow for State to change and over-write the defaults if birthplace is available.
- **Vital Status** – indicates whether the patient is living or deceased. This field is defaulted to “1” for “Alive.” If the patient is deceased, over-write the default, and change to “0” for “Deceased.”

GENERAL	
Social Security Number	<input type="text"/>
Medicare Beneficiary ID	<input type="text"/>
Medical Record Number	<input type="text"/>
Primary Payer	<input type="text"/>
Date of Birth	<input type="text"/>
Place of Birth - Country	<input type="text" value="ZZU"/>
Place of Birth - State	<input type="text" value="ZZ"/>
Sex	<input type="text"/>
Marital Status	<input type="text"/>
Vital Status	<input type="text" value="1"/>

Click **Save**.

## Demographics and Environment

This section of the abstract contains additional demographic information for the patient.

- For **patient address**, enter the address of the patient at the time they were diagnosed. The **State of Diagnosis** is defaulted to “OH.” OCISS requires that reports on all persons diagnosed and/or treated in Ohio be reported, regardless of state of residence. When entering cases for non-Ohio residents, use the down arrow to select the person’s correct state of residence. Please do not leave this as “OH” for non-Ohio residents.
- **Race** must be completed. If race is documented in the patient’s medical record, please complete this information by using the down arrow. If race is unknown, enter “99” in Race 1.
- Ethnicity is captured in the **Hispanic Ethnicity** field, and this cannot be blank. Please record the patient’s ethnicity in this field as documented in the medical record. Use the down arrow to see the options. Enter code “9” if the ethnicity is unknown.

DEMOGRAPHICS	
Address	<input type="text"/>
Address Supplemental	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="OH"/>
Zip Code	<input type="text"/>
County	<input type="text"/>
Race 1	<input type="text"/>
Hispanic Ethnicity	<input type="text"/>

ENVIRONMENT	
OH Tobacco History	<input type="text"/>
Usual Occupation	<input type="text"/>
Usual Industry	<input type="text"/>

- Please keep in mind that **Race and Ethnicity are not interchangeable**. Both need to be reported. Both must also be documented in the **Physical Exam text**.
- The **OHTobaccoHistory Field** is required. Use the downward arrow to complete this field.
- **Usual Occupation** is the type of job the patient was engaged in for the longest time.
- **Usual Industry** is the type of business or industry where the patient worked in their usual occupation.

◦ See the [CDC Cancer Registrar's Guide to Collecting Industry and Occupation](#) for more information.

**Tobacco History**

- 0 Never Used
- 1 Cigarette smoker, current
- 2 Cigar / pipe smoker, current
- 3 Snuff / chew / smokeless, current
- 4 Combination use, current
- 5 Previous use
- 6 E-cigarette, current
- 7 Other tobacco use, current (e.g. waterpipes, dissolvables)
- 9 Unknown

Click **Save**.

## Diagnostic Information

This section contains information about the patient's cancer diagnosis.

- **Date of Diagnosis** needs to be entered in the YYYYMMDD format. You must enter a date of diagnosis on the abstract.
- After entering **Date of Diagnosis**, click the **Calculator to the left of the Age at Diagnosis field**. Age will be calculated and the field will be populated.
- Complete the **Primary Site Code**, **Laterality**, **Histology Code**, and **Behavior Code** by using the drop-down menus, magnifying glasses, and cancer registry manuals.
- **Text fields are required**. Please make sure to enter information in these fields. The text should support the coded values. See the OCISS [Reporting Source Manual Appendix E](#) for more information on text field requirements.
- **SchemaID** is a calculated field derived by the tumor data items (primary site, histology, behavior, etc.). This is used to determine site-specific information for each type of cancer. After completing the tumor data items, **click the Calculator** to populate SchemaID. This field will also populate automatically when you click **Save**.
  - If SchemaID has already been calculated, and you make a change to one of the tumor data elements, you will then see a message that you will have to recalculate SchemaID. **Click OK** to recalculate SchemaID and blank out previously entered data (grade, stage, etc.). **Click Cancel** to recalculate SchemaID and retain previously entered data (grade, stage, etc.).

**DIAGNOSTIC INFORMATION**

Date of Diagnosis

Age at Diagnosis (click calculator)

Primary Site Code

Laterality

Primary Site and Laterality Text

Histology Code

Histology Text

Behavior Code

SchemaID

Schema Discriminator 1

Schema Discriminator 2

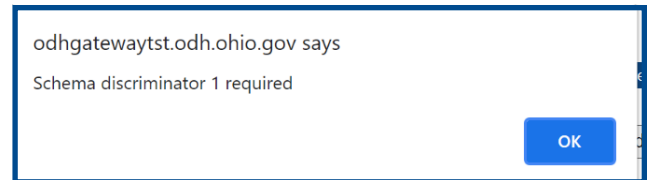
odhgatewayst.odh.ohio.gov says

Clear and Re-code TNM Stage

Site has changed. Schema ID and AJCC ID will be cleared and need to be recomputed. Click OK to clear SSDIs and AJCC TNM 8th edition input fields if populated. Click Cancel to retain and modify existing values.

**OK** **Cancel**

- For certain primary site and histology combinations, a **Schema Discriminator is required** to calculate the SchemaID (for example, cancers of the gastroesophageal junction and stomach). **Click OK** on this message and navigate to the field that needs to be completed. Use the look up to complete the Schema Discriminator fields. Once you select the Schema Discriminator, **re-calculate the SchemaID**.



- Grade** is a measure of the aggressiveness of the tumor and is completed based on the year of diagnosis. The labels indicate which fields need to be completed for which years. Please see the [SEER Grade Manual Cancer Schema List](#) for more information.

Grade Clinical (2018+)	<input type="text"/>	
Grade Pathological (2018+)	<input type="text"/>	
Grade Post Therapy Clin (2021+)	<input type="text"/>	
Grade Post Therapy Path (2018+)	<input type="text"/>	
Pathology Text	<input type="text"/>	
Diagnostic Confirmation	<input type="text"/>	
Date of First Contact for this Diagnosis	<input type="text"/>	
Sequence Number	<input type="text"/>	
Class of Case	<input type="text"/>	

- Pathology Text** must be completed and cannot be blank. Include the date of procedure and all pertinent pathology findings such as tumor size, grade, behavior (invasive or in situ), tumor extension/involvement, lymphovascular invasion (LVI), perineural invasion, margins status, lymph nodes examined, lymph nodes positive, etc.

- Date of First Contact** is the earliest date the patient had contact with the facility for this diagnosis and/or first course of treatment of a reportable tumor.

- Sequence Number** indicates the number and sequence of all reportable and malignant and non-malignant tumors over the lifetime of the patient. If you do not know how many cancers the patient may have had, or the order in which they occurred, then you should enter "00" as the **Sequence Number** for malignant primaries, or "60" for benign central nervous system primaries.

Click **Save**.

## Diagnostic Procedures

The diagnostic procedures section indicates whether a patient had a biopsy or similar procedure completed. This section also contains several text fields.

- In the **Physical Exam (PE)** textbox, please document the patient's age, sex, race, ethnicity, marital status if known, reason the patient seeks care, the cancer history, tobacco status of the patient, and vital status if deceased. You may use abbreviations in the PE text (please see the American College of Surgeons' [Standards for Oncology Registry Entry \(STORE\) manuals](#) for a list of standard abbreviations). For example: "Pt is a 35 YO married Non-Hisp B/F presenting w/suspicious mass in LT breast. Hx of lung cancer, previous smoker."

Grade Clinical (2018+)	<input type="text"/>	
Grade Pathological (2018+)	<input type="text"/>	
Grade Post Therapy Clin (2021+)	<input type="text"/>	
Grade Post Therapy Path (2018+)	<input type="text"/>	
Pathology Text	<input type="text"/>	
Diagnostic Confirmation	<input type="text"/>	
Date of First Contact for this Diagnosis	<input type="text"/>	
Sequence Number	<input type="text"/>	
Class of Case	<input type="text"/>	

Click **Save**.

## Treatment Information – First Course of Therapy

This section documents the patient’s first course of treatment for their cancer.

- If treatment occurred, please add this information to the appropriate fields and complete the corresponding text fields. The text should support the coded fields.
  - Please note that for 2023 and later diagnoses, **skin biopsies** are considered surgery and will need to be entered as treatment.
- If treatment did not occur, enter the corresponding codes for “no treatment” in all fields in this section.
- If you do not know whether treatment occurred or not, all treatment fields should indicate “treatment unknown” in this section.
- The decision not to treat is considered treatment. Enter the date that decision was made in the **Date of First Course of Treatment**.
- The decision for watchful waiting or active surveillance is also considered a form of treatment. Enter the date that decision was made in the **Date of First Course of Treatment field** and select the **Treatment Status code** to indicate “2” for-active surveillance. All other treatment fields in this section will indicate none.
- **Text fields** in this section are required if you indicate a certain type of treatment occurred. For example, if you indicate the patient had radiation in the radiation fields, you will need to complete the **Radiation Text field** as well.
- If you have indicated treatment occurred (chemotherapy, radiation, etc.), the corresponding date field should be completed. If the treatment date is unknown, please estimate the date as best as you can to the year and/or month (YYYY or YYYYMM).

Click **Save**.

## Staging Information

For all diagnosis years, the **Staging Text** must be completed.

For 2018 and later abstracts, **Summary Stage 2018** and the **Site-Specific Data Items (SSDIs)** must be completed. Only certain SSDIs need to be completed for certain types of cancer (for example, the **Prostatic Specific Antigen (PSA)** field only needs completed for prostate primaries). The SchemaID, calculated under Diagnostic Information section, determines which SSDIs need to be completed. Use the magnifying glasses to complete these fields.

See the SSDI manual [Cancer Schema List](#) for complete information.

Click **Save**.

TREATMENT INFO-1ST COURSE OF THERAPY	
Treatment Status	<input type="text"/>
Date of First Course of Treatment	<input type="text"/>
Date of Surgery	<input type="text"/>
Date of Most Definitive Surgery	<input type="text"/>
Surgery Code (2022 and earlier)	<input type="text"/>
Surgery Code (2023 and later)	<input type="text"/>
Surgery Text	<input type="text"/>
Surgical Margins	<input type="text"/>
Scope of Regional Lymph Node Surgery	<input type="text"/>
Regional Nodes Positive	<input type="text"/>
Regional Nodes Examined	<input type="text"/>
Other Non-Primary Site Surgery	<input type="text"/>
Reason No Surgery	<input type="text"/>
Radiation Start Date	<input type="text"/>
Radiation/Surgery Sequence	<input type="text"/>
Phase I Radiation Treatment	<input type="text"/>
Radiation Text	<input type="text"/>

STAGING INFORMATION ALL DIAGNOSIS YEARS	
Staging Text	<input type="text"/>
Tumor Size Summary	<input type="text"/>
Lymph Vascular Invasion	<input type="text"/>

STAGING FOR CASES DIAGNOSED 2018 AND LATER	
Summary Stage 2018	<input type="text"/>
Brain Molecular Markers	<input type="text"/>
Brain Primary Tumor Location	<input type="text"/>
Breslow Tumor Thickness	<input type="text"/>
Esophagus and EGJ Tumor Epicenter	<input type="text"/>
Estrogen Receptor Summary	<input type="text"/>

## Reporting Source Information:

This section contains information regarding your facility.

- **Managing Physician** is the Ohio license number of the physician that diagnosed and/or treated the patient's cancer. Click the magnifying glass to the left of the field, search for the physician's name and click the physician's license number. This is the Ohio license number and differs from the physicians National Provider Identification (NPI) number.
  - The **Managing Physician field** is required to be completed. If the physician is not listed in the lookup, contact [OCISS@odh.ohio.gov](mailto:OCISS@odh.ohio.gov) to have the physician added. Please do not release the abstract until the physician has been added as an option in the search menu. When requesting to add a physician, please include the following information: the physician's first and last name, their Ohio license number, and their practicing address.

REPORTING SOURCE INFORMATION	
Managing Physician	<input type="text"/>
NPI Managing Physician	<input type="text"/>
Date of Last Contact (or death)	<input type="text"/>
Reporting Source Type	<input type="text"/>
Reporting Facility	<input type="text" value="0000001234"/>
Reporting Facility Restriction Flag	<input type="text" value="00"/>
CoC Accreditation	<input type="text" value="0"/>
Casefinding Source	<input type="text"/>
Abstracted By	<input type="text" value="krk"/>
EDIT OVER-RIDE FLAGS	
Site/Type	<input type="text"/>
Age/Site/Morphology	<input type="text"/>
NAACCRRRecVer	<input type="text" value="250"/>

- **Date of Last Contact** (or death) is the date your facility last had contact with the patient or the date of death. This date is required and cannot be blank.
- Your initials should be automatically completed in the Abstracted By field. This field cannot be blank. If the initials in this field are incorrect, please contact [OCISS@odh.ohio.gov](mailto:OCISS@odh.ohio.gov).
- Your reporting source ID (RSID) should be automatically completed in the **Reporting Facility field**. This field is protected, and you cannot edit this field. If you abstract for multiple facilities, please make sure this is the correct RSID. If you mistakenly enter an abstract under the wrong RSID, contact [OCISS@odh.ohio.gov](mailto:OCISS@odh.ohio.gov).
- The **Reporting Facility Restriction Flag field** is also protected, and you cannot edit this field.
- Do not enter anything in the EDIT Over-Ride Flag fields while you are completing the abstract. Leave these fields blank. You will only need to enter information here if you have edit errors to resolve.

Click **Save**.

At this point the abstract is complete and you are ready to proceed to resolving edit errors.



## Chapter 5: Correcting Edit Errors

This chapter explains how to review and correct edit errors on abstracts entered in Web Plus. OCISS uses edits to ensure complete and accurate data. The edits run whenever you click **Save**. The edits will tell you: if you missed completing required information, if you entered information not needed, or if two or more fields conflict with one another.

The edit errors display on the panel to the right of the abstract. The total number of edit errors is listed at the top.

The screenshot displays the 'Web Plus' interface for entering a new abstract. The top navigation bar includes links for Home, New Abstract, Find/Open Abstract, Release Abstracts, Reports, Change Password, and Log out. The main form is titled 'Enter new abstract' and contains various data entry fields. A note states: 'All data items marked with an asterisk (\*) are required.' The fields include: Date of Diagnosis (20230101), Age at Diagnosis (051), Primary Site Code (C444), Laterality (0), Primary Site and Laterality Text (SKIN SCALP), Histology Code (8720), Histology Text (MALIGNANT MELANOMA), Behavior Code (3), SchemaID (00470), Schema Discriminator 1, Schema Discriminator 2, Grade Clinical (2018+) (9), Grade Pathological (2018+) (9), Grade Post Therapy Clin (2021+), Grade Post Therapy Path (2018+), Pathology Text (test), and Diagnostic Confirmation (1). To the right of the form is the 'Edit Errors' panel. It shows a list of errors with their descriptions and hyperlinks to the relevant data fields. The total number of errors is 4.

**Web Plus** Ohio Cancer Incidence Surveillance System  
email: [ociss@odh.ohio.gov](mailto:ociss@odh.ohio.gov) 614-729-2300 Help Log out

Home New Abstract Find/Open Abstract Release Abstracts Reports Change Password Log out

Enter new abstract Add/View Comment Run Edits Session time left: 20 minutes

All data items marked with an asterisk (\*) are required.

**DIAGNOSTIC INFORMATION**

Date of Diagnosis 20230101

Age at Diagnosis (click calculator) 051

Primary Site Code C444

Laterality 0

Primary Site and Laterality Text SKIN SCALP

Histology Code 8720

Histology Text MALIGNANT MELANOMA

Behavior Code 3

SchemaID 00470

Schema Discriminator 1

Schema Discriminator 2

Grade Clinical (2018+) 9

Grade Pathological (2018+) 9

Grade Post Therapy Clin (2021+)

Grade Post Therapy Path (2018+)

Pathology Text test

Diagnostic Confirmation 1

**Edit Errors** Help

There are edit errors and/or edit warnings for the abstract. Error or warning messages along with a list of fields and values checked by the edit are listed below each failed or warned edit. Click on a field below any error or warning message to move to it in the data entry area and make corrections. Click Save to save your corrections and rerun edits.

Note: All edit errors must be resolved in order to complete and release the abstract to the central registry. Although edit warnings are for your information and are not required to be corrected prior to completion of the abstract, if at all possible effort should be made to resolve any warnings prior to releasing the abstract to the central registry.

Total edit errors: 4

- OH Text--Dx Proc--PE ...**  
Error: PE text cannot be blank; document age, gender, race, ethnicity, marital status & relevant hx & phy exam findings  
i. [Physical Exam =](#)
- Laterality, Primary Site (COC) ...**  
Error: Laterality must not = 0 for Primary Site: C444 for Date of Diagnosis >= 2021  
i. [Laterality = 0](#)  
ii. [Primary Site Code = C444](#)  
iii. [Date of Diagnosis = 20230101](#)
- Laterality, Primary Site, Date of Diag (SEER IF24) ...**  
Error: Laterality must not = 0 for Primary Site: C444 for Date of Diagnosis > 2021  
i. [Laterality = 0](#)  
ii. [Primary Site Code = C444](#)  
iii. [Date of Diagnosis = 20230101](#)
- OH Tobacco History, Date DX ...**  
Error: If Dx year >= 2021, OHTobaccoHistory cannot be blank  
i. [Date of Diagnosis = 20230101](#)  
ii. [OH Tobacco History =](#)

Save Click to save the abstract and run data Edits. See the box to the right for Edits results each time the abstract is saved.

Each edit has a name in bold. Below the edit name, there is a brief description explaining the edit. For example, “Error: If Dx year >= 2021, OHTobaccoHistory cannot be blank.” If you click the “...” at the end of the edit, you will see a teal box pop up that explains the error in detail.

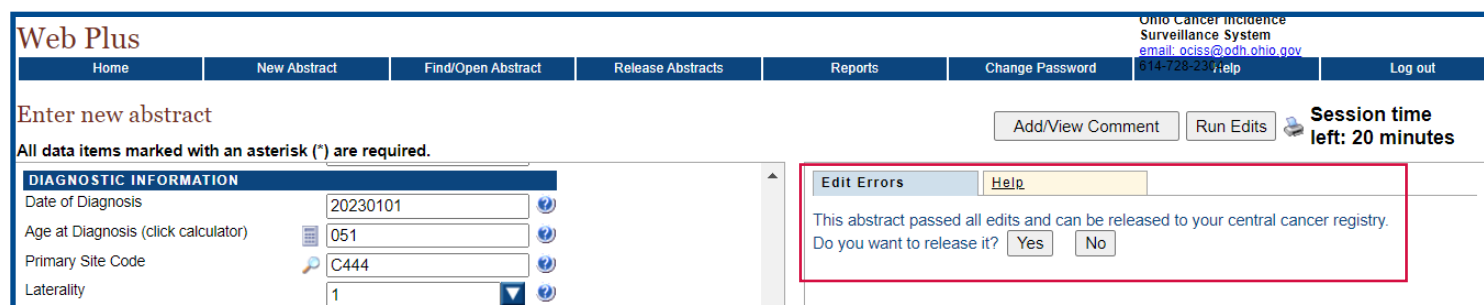
Any of the data fields that could be causing the edit error are listed as hyperlinks below the edit. You can click on one of the fields and the abstract will jump to that data field. Note that you may only need to correct one of the fields to resolve the edit. For example, if Summary Stage 2018 is not entered for a case with a diagnosis date of 2025, then you will see both Summary Stage and Diagnosis Date fields listed, but only 1 needs to be corrected (Summary Stage). Once you correct the data field to resolve the edit, click **Save** again and the edit will no longer be listed on the right panel.

Continue this process to resolve all edit errors. Abstracts with edit errors cannot be released. The edit error panel will indicate when you are finished and ready to release the abstract.

If you need assistance resolving edit errors, please contact [OCISS@odh.ohio.gov](mailto:OCISS@odh.ohio.gov).

## Chapter 6: Release Abstracts

Once the abstract is edit-error free, you will see a message in the right panel to release, or submit, the abstract.



**Web Plus** Ohio Cancer Incidence Surveillance System  
email: [ociss@odh.ohio.gov](mailto:ociss@odh.ohio.gov) 614-728-2347 Help Log out

Home New Abstract Find/Open Abstract **Release Abstracts** Reports Change Password

Enter new abstract Add/View Comment Run Edits Session time left: 20 minutes

All data items marked with an asterisk (\*) are required.

**DIAGNOSTIC INFORMATION**

Date of Diagnosis 20230101

Age at Diagnosis (click calculator) 051

Primary Site Code C444

Laterality 1

**Edit Errors** Help

This abstract passed all edits and can be released to your central cancer registry.  
Do you want to release it? Yes No

Click **Yes** or **No**.

Abstracts can also be released from the **Release Abstracts** tab on the top menu bar. This page will display all abstracts that are complete and edit error free that are available to be released to the registry. Please note that some of the abstracts on this page may have been entered some time ago. You can identify these by reviewing the **Date Case Completed** column. We recommend only selecting recent abstracts to release from this page.



**Web Plus** Ohio Cancer Incidence Surveillance System  
email: [ociss@odh.ohio.gov](mailto:ociss@odh.ohio.gov) 614-728-2347 Help Log out

Home New Abstract Find/Open Abstract **Release Abstracts** Reports Change Password

**Release Abstracts**

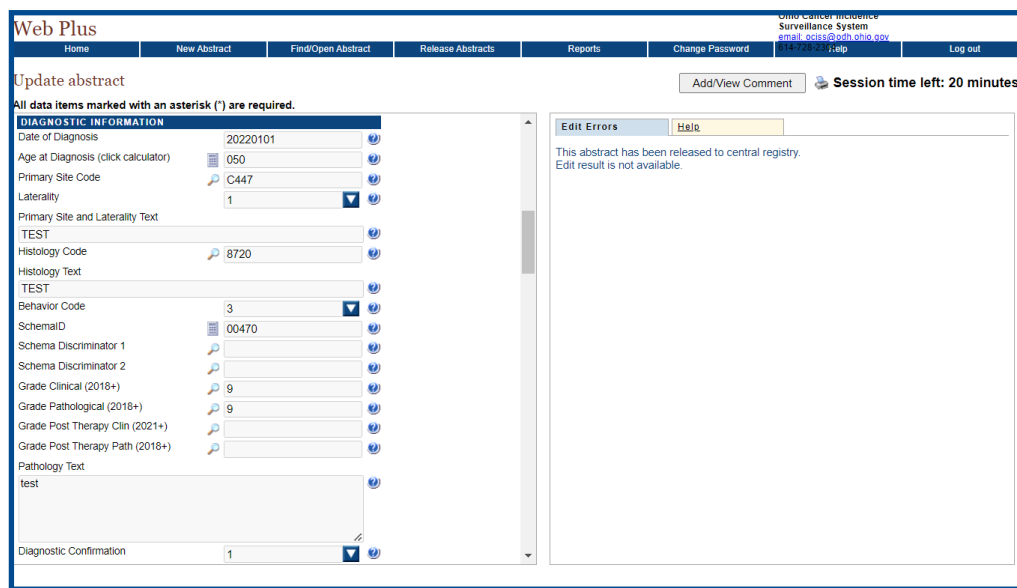
Please select the abstracts that you would like to release to your central registry by checking the box in the Release column. Then click the Release Selected Abstracts button at the bottom of the page. Please note that only completed abstracts are available for release.

AbsRefID	Last Name	First Name	Abstractor	DxDate	Primary Site	Date Case Completed	Source	Select
1582497	TESTA	TEST	lmt	07/01/2018	C619	05/07/2020	Individual Cancer Case Report	<input type="checkbox"/>
1631155	TESTB	TEST	jji	09/11/2018	C509	10/21/2019	Individual Cancer Case Report	<input type="checkbox"/>

Click the box in the **Select** column to select individual abstracts. To select all of the abstracts listed, click the **Select All** button at the bottom of the screen, then click **Release Selected Abstracts**.

Please note that once an abstract has been released, you will not be able to make any changes to the abstract. If you release an abstract, then notice an error or a mistake, contact [OCISS@odh.ohio.gov](mailto:OCISS@odh.ohio.gov).

Below you can see the message indicating the abstract has been released and the fields are greyed out, indicating the abstract cannot be changed.



**Web Plus** Ohio Cancer Incidence Surveillance System  
email: [ociss@odh.ohio.gov](mailto:ociss@odh.ohio.gov) 614-728-2347 Help Log out

Home New Abstract Find/Open Abstract **Release Abstracts** Reports Change Password

Update abstract Add/View Comment Session time left: 20 minutes

All data items marked with an asterisk (\*) are required.

**DIAGNOSTIC INFORMATION**

Date of Diagnosis 20220101

Age at Diagnosis (click calculator) 050

Primary Site Code C447

Laterality 1

Primary Site and Laterality Text TEST

Histology Code 8720

Histology Text TEST

Behavior Code 3

SchemaID 00470

Schema Discriminator 1

Schema Discriminator 2

Grade Clinical (2018+) 9

Grade Pathological (2018+) 9

Grade Post Therapy Clin (2021+)

Grade Post Therapy Path (2018+)

Pathology Text test

Diagnostic Confirmation 1

**Edit Errors** Help

This abstract has been released to central registry.  
Edit result is not available.



# Chapter 7: Find/Open Abstracts

You can view existing abstracts, by clicking **Find/Open Abstracts** on the top blue menu bar.

You can filter this page by patient name, social security number, status, source, diagnosis date, or abstract ID number. Status indicates whether the abstract is incomplete, complete, or released. The AbsRefID number is the unique identifier for each abstract.

Web Plus

Home

New Abstract

Find/Open Abstract

Release Abstracts

Reports

Change Password

Find Abstract

To view a listing of all abstracts, click Find.

To find an abstract for a specific patient, enter the patient's first or last name in the Name box or social security number in the Social Security box below, and click Find. Search on partial name and social security is supported.

You can also search by abstract status and/or source by selecting from the drop-down lists provided.

Name

Social Security

Status

All

Source

All

DxDate

(YYYYMMDD or YYYY)

AbsRefID

Find

To view unfinished abstracts, filter the **Status for Incomplete**, and these will display in a table. These columns are sortable. The action column will allow you to either open or delete an abstract on this list.

Web Plus

Home

New Abstract

Find/Open Abstract

Release Abstracts

Reports

Change Password

Ohio Cancer Surveillance System  
email: [ociss@odh.ohio.gov](mailto:ociss@odh.ohio.gov)  
814-728-2300

Help

Log out

Find Abstract

To view a listing of all abstracts, click Find.

To find an abstract for a specific patient, enter the patient's first or last name in the Name box or social security number in the Social Security box below, and click Find. Search on partial name and social security is supported.

You can also search by abstract status and/or source by selecting from the drop-down lists provided.

Name

Social Security

Status

Incomplete

Source

Individual Cancer Case Report

DxDate

(YYYYMMDD or YYYY)

AbsRefID

Find

Total abstracts: 14. Locate the abstract of interest, and click on either the Open or Delete link in the Actions column of the table below.

Action	AbsRefID	Last Name	First Name	DxDate	Social Security	Birth Date	Primary Site	HistoType ICD03	Laterality	Abstractor	Edit Errors	Status	Source
<a href="#">Open</a> <a href="#">Delete</a> <a href="#">Change</a> <a href="#">Display Type</a>	2711286	TWENTY-TWENTYFIVE	SKIN	01/01/2025	999999999	01/01/1972	C446	8720	0	krk	4	Incomplete	Individual Cancer Case Report

The **Find/Open Abstract** page allows you to see if you have previously reported a cancer case or to view any outstanding abstracts that need to be completed. Depending on your filter criteria, it may take a while for the results to load.

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Web Plus Manual for Non-Hospital Abstracting

## Chapter 8: Reports

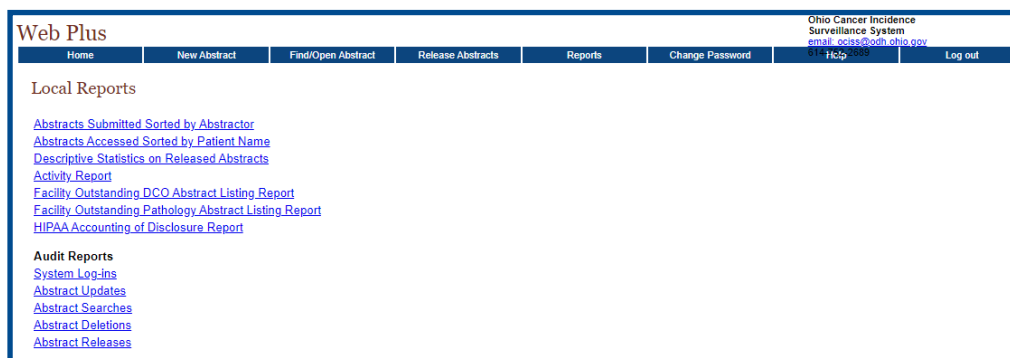
Web Plus has built in reports that users can use for their work. These reports monitor abstract submissions and system activity. These reports are usually based on date of submission. If these reports do not provide the specific information you are looking for, contact [OCISS@odh.ohio.gov](mailto:OCISS@odh.ohio.gov).

Click on the link for any report to generate the report. Note that most reports open in a new window or tab. Many reports contain confidential information, so it is important to close all windows or tabs once done with the report.

Reports can be modified by date range. To filter by date, click the **Calendar Icon** beside the **From or To date field**. You can also manually enter dates in the MM/DD/YYYY format.

Reports can also be printed, if needed. On the report, right-click and select print.

The table below describes reports that are available for viewing by a Web Plus abstractor.



Report	Description
<b>Abstracts Submitted Sorted by Abstractor</b>	Lists all abstracts that a facility has released within a certain date range; the abstracts are sorted first by abstractor initials and then by patient name.
<b>Abstracts Accessed Sorted by Patient Name</b>	Lists all abstracts from a facility have been accessed by users within a certain date range; sorted in order of patient name.
<b>Descriptive Statistics on Released Abstracts</b>	Includes descriptive statistics on abstracts released within a certain date range. Statistics are for fields such as demographics and site group.
<b>Activity Report</b>	Shows the number of released and unreleased abstracts by month or year (depending on the length of the date range specified).
<b>Facility Outstanding DCO Abstract Listing Report</b>	Includes a line listing of all death certificate follow-back abstracts assigned to your facility that have not yet been released to the central registry.
<b>Facility Outstanding Pathology Abstract Listing Report</b>	Includes a line listing of all pathology laboratory follow-back abstracts assigned to your facility that have not yet been released to the central registry. OCISS does not use this functionality.
<b>HIPAA Accounting of Disclosure report</b>	Generates a HIPPA-compliant report of information disclosure (via abstracts) to OCISS using Web Plus.
<b>Audit Reports</b>	
<b>System Logins</b>	Lists the dates and times of user logging in and out of Web Plus within a selected date range.
<b>Abstract Updates</b>	Lists the dates and times that abstracts from your facility have been updated.
<b>Abstract Searches</b>	Lists the abstractor and the date and time for all searches for abstracts at your facility.
<b>Abstract Deletions</b>	Lists the dates and times that abstracts have been deleted at your facility.
<b>Abstract Releases</b>	Lists information about abstracts released from your facility including release time and date and abstractor.

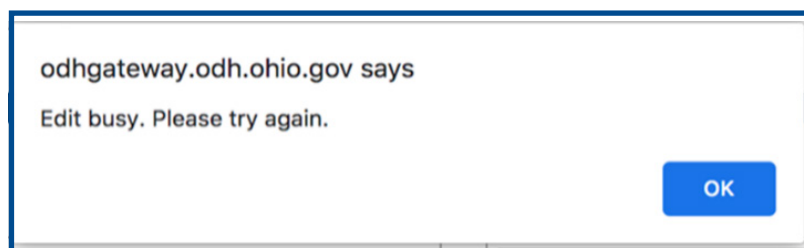
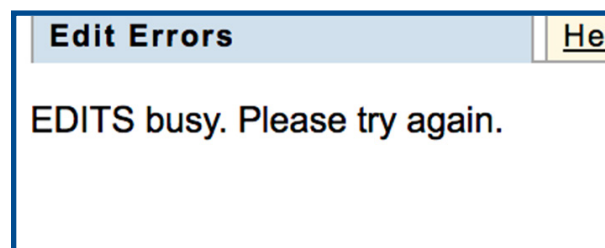
## Chapter 9: Additional Information for Online Abstracting

This chapter outlines some additional information about online abstracting and Web Plus.

### Edits Busy Message

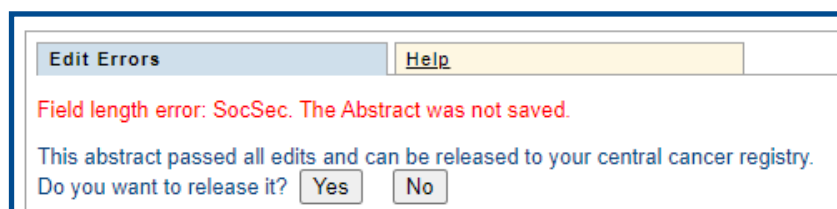
Users may sometimes see the message “Edits busy. Please try again.” upon saving an abstract. You may see this message in the right panel beside the abstract, or, as a pop-up within your browser.

This message appears when multiple users are running edits at the same time and indicates the system may be overloaded. If you see this message, continue working on your abstract and try saving again in a minute or two.



### Field Length Validation

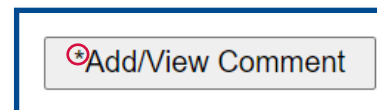
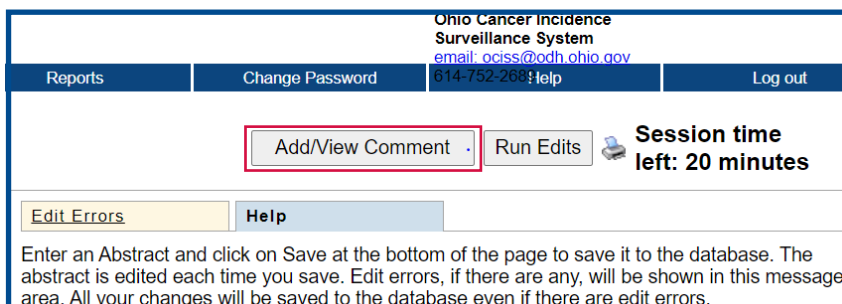
Web Plus has field length validations to ensure data is entered correctly. If you enter a value that is too long for the standard field length, then you will receive a message on the right-side panel indicating the value is too long. For example, if you enter a number longer than nine digits in the Social Security Number field, you will receive a message that the entered value is too long.



### Adding Comments to an Abstract

Users can add notes or comments to abstracts in Web Plus. These comments are strictly for abstractors; OCISS does not see or review comments. The comments are useful when multiple users are abstracting for the same facility to share information. Please do not use the comments to communicate information to OCISS.

To add a comment to an abstract, above the right panel click **Add/View Comment**. If an abstract has a note, there will be an asterisk next to the button. If OCISS sends a released abstract back to you, we may add a comment.



**Reminder:** Please save your work often when working in Web Plus to prevent any data loss.

## Chapter 10: General Information for Web Plus

This chapter outlines additional information for Web Plus. If you have any questions, please contact [OCISS@odh.ohio.gov](mailto:OCISS@odh.ohio.gov).

### Receiving Emails Generated from Web Plus

Web Plus sends automated emails to users, including password resets. Please be sure that OCISS has the best email address to contact you. Please also add [OCISS@odh.ohio.gov](mailto:OCISS@odh.ohio.gov) to your allowed contacts, otherwise these communications may be blocked or sent to your spam or junk email folders.

### Troubleshooting

Sometimes, users experience issues signing into Web Plus. We have included a list of tips to help troubleshoot below. Please contact Kaitlin Kruger ([Kaitlin.kruger@odh.ohio.gov](mailto:Kaitlin.kruger@odh.ohio.gov)) if you are experiencing challenges accessing the system.

- Please use Google Chrome when signing into Web Plus.
- Web Plus works best when accessed from a desktop computer.
- Use either of these links to access Web Plus directly: <https://odhgateway.odh.ohio.gov/webplus/logonen.aspx> OR <https://odhgateway.odh.ohio.gov/webplus/>.
- Try typing the URL into the browser instead of copying or clicking on the link.
- Please clear your browser history and cookies if your sign in attempts fail. To clear your browser history in Google Chrome, you can press control-H on the keyboard, and it will open your history on a new tab. There should be a button for “clear browsing history.”
- If you are connected to a VPN, try disconnecting before accessing Web Plus.
- Verify that you do not have Web Plus open in multiple tabs.
- You can also try using an incognito window when accessing Web Plus (in Chrome, click Ctrl-Shift-N to open an incognito window).
- Please make sure you are signing out of the system when you have completed your work, issues can arise when your previous session expires.
- We do not recommend storing your password in your browser’s history.

### Training and Materials

OCISS posts training materials on the Web Plus landing page. There are webinars and abstracting guides OCISS created for common primary sites. The NAACCR Webinars are also posted in Web Plus. These webinars provide in-depth information for abstracting certain tumors. OCISS recommends all new abstractors review the training materials available in Web Plus. Additionally, a list of abstracting manuals and references is available in the OCISS Reporting Source Manual Appendix B.

OCISS staff are also available to answer any questions you may have when abstracting cancer cases. We can also schedule a training with your facility to offer an in-depth review of using Web Plus to submit cancer reports to OCISS.

If you have questions on how to report cancer cases or would like to schedule a training, contact us at [OCISS@odh.ohio.gov](mailto:OCISS@odh.ohio.gov) or 614-752-2689.

**Reminder:** Please save your work often when working in Web Plus to prevent any data loss.

## Chapter 11: Contact information

For Web Plus issues, questions, or concerns and Web Plus access or password resets, contact the OCISS Data Administration Manager, Kaitlin Kruger at [Kaitlin.Kruger@odh.ohio.gov](mailto:Kaitlin.Kruger@odh.ohio.gov) or 614-728-2304.

For Web Plus training, please contact the OCISS Education & Training Coordinator Emily Stewart at [Emily.Stewart@odh.ohio.gov](mailto:Emily.Stewart@odh.ohio.gov) or 380-218-2242.

For all other inquiries, please contact [OCISS@odh.ohio.gov](mailto:OCISS@odh.ohio.gov) or 614-752-2689.

Please see the OCISS website for more information: <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/ohio-cancer-incidence-surveillance-system/welcome-to>

Please see the OCISS website for training materials: <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/ohio-cancer-incidence-surveillance-system/Reporting-Ohio-Cancer-Incidence-Data>